



**AUGUST 2004**

**UNITED STATES ARMY  
SOLDIER SUPPORT INSTITUTE  
ADJUTANT GENERAL SCHOOL**

**PROCESS SGT/SSG PROMOTIONS**

# **Practical Exercise 2**

**(DO NOT WRITE IN THIS BOOKLET)**

## PRACTICAL EXERCISE SHEET 2

**Title** Prepare Recommendation for Promotion

**Lesson Number/Title** CAA2A601 version 1 / PROCESS SGT/SSG PROMOTIONS

**Introduction**

**Motivator** **ATTENTION:** As a graduate of Advanced Individual Training you may be assigned as the Battalion Enlisted Promotions Clerk. The Human Resources Sergeant will explain the responsibility of processing SGT/SSG Promotions, and the effect you will have on the Soldiers of the unit.

**MOTIVATION:** Everyone is affected by promotions; during this lesson you will learn the responsibilities to maintain the credibility of the enlisted promotion system. Following the established policies and procedures you will have an important role and impact on the Soldiers of your unit.

**Terminal Learning Objective**

**NOTE:** Inform the students of the following Terminal Learning Objective requirements.

At the completion of this lesson, you [the student] will:

<b>Action:</b>	Process SGT/SSG Promotions
<b>Conditions:</b>	Given AR 600-8-19 and standard office supplies
<b>Standards:</b>	Determined Eligibility for Promotion, Prepared Recommendation for Promotion, Performed Promotion Board Actions, Processed Board Proceedings and Maintained SGT/SSG Promotion Standing List.

**Safety Requirements**

Standard office safety practices are to be observed while working with computers and electrical equipment. No food or drink is allowed near or around electrical equipment (CPU, file servers, printers, projectors, etc.) due to possible electrical shock or damage to equipment. Exercise care in personal movement in and through such areas. Avoid all electrical cords and associated wiring. In event of electrical storms, you will be instructed to power down equipment.

**Risk Assessment Level**

Low

**Environmental Considerations**

None

**Evaluation**

The PE contains 10 multiple choice questions.

---

**Instructor  
Material:**

AR 600-8-19

**Student  
Material:**

AR 600-8-19

---

**Instructional  
Lead-In**

Recently you were given blocks of instruction on how to Process Enlisted Advancements and Reductions for PV1 through SPC; today we will begin instruction on how to Initiate SGT/SSG Promotions.

---

**Special  
Instructions**

OBJECTIVE: This Practical Exercise is designed to measure your ability to Prepare Recommendation for Promotion.

MATERIALS REQUIRED:

AR 600-8-19, pencil, and answer sheet.

INSTRUCTIONS:

- a. Ensure your name, social security number, class number and date are on your answer sheet.
  - b. This exercise contains ten multiple choice questions. Count and check each situation and question now. If you are missing a situation, question or a portion of it is illegible, obtain a new booklet from your instructor. You have 30 minutes to complete this exercise.
  - c. Each question has only one answer. Make all responses clear and legible on the answer sheet. Read each question carefully but move on so that all questions may be answered in the time allotted.
  - d. All work on this exercise must be your own. You may not communicate with other students, give or receive assistance, make record of your answers anywhere but on your answer sheet, or pass information about this practical exercise to other students. Failure to follow these instructions will result in the appropriate disciplinary action being taken. Upon completion of this exercise, turn in your booklet, answer sheet and any scratch paper or other issued exercise materials to the instructor. You will receive further guidance at that time.
-

## **PRATICAL EXERCISE**

### **PREPARE RECOMMENDATION FOR PROMOTION**

SITUATION: Today is 1 June 2008 and you are the enlisted promotions clerk. Your Human Resource Sergeant has tasked you with preparing recommendations for promotion for the soldiers in your unit.

1. How many promotion points is the Army Commendation Medal (ARCOM) worth?
  1. 10
  2. 15
  3. 20
  4. 25
  
2. The commander enters duty performance points in what section of the DA Form 3355?
  1. Section A, item 1, Military Training
  2. Section A, item 2, Duty Performance Points
  3. Section B, item 2, Military Education
  4. Section C, item 3, Civilian Education
  
3. Military Correspondence Course completion points are listed in which section on the DA Form 3355?
  1. Section A, item 1, Military Training
  2. Section A, item 2, Duty Performance Evaluation
  3. Section B, item 2, Military Education
  4. Section C, item 3, Civilian Education
  
4. When may 10 additional points be given in Section B, item 3?
  1. To any Soldier who is in the military.
  2. To any Soldier that has been recommended for promotion.
  3. To any Soldier who has earned semester hours while on active duty.
  4. To any Soldier who has completed a degree while on active duty and in the grade of SGT and below.

5. What is the maximum points a commander can give for Section A, item 2(a)-(f) on the DA Form 3355?

1. 150
2. 300
3. 400
4. 500

6. What action does the unit commander take after receiving the DA Form 3355 from the BNS1?

1. Forwards to the 1SG for further verification.
2. Forwards to the unit 1SG for authorization and signature .
3. Forwards to the Personnel Service Battalion for processing.
4. Verifies DA Form 3355 and returns to the BNS1 for further processing.

7. What action does the BNS1 take with the DA Form 3355 by the 10<sup>th</sup> day of the month preceding the board month?

1. Files IAW AR 25-400-2.
2. Forwards to the Soldier for signature.
3. Forwards to the promotion authority for review.
4. Reviews recommendation and forwards to the promotion workcenter.

8. What action does the BNS1 take with the Soldier prior to board appearance?

1. Reviews recommendation with the unit 1SG.
2. Forwards recommendation to the unit commander.
3. Reviews recommendation with the Soldier for accuracy.
4. Reviews recommendation with the promotion authority for accuracy.

9. In what format will dates be reflected on the DA Form 3355?

1. (YYYYMMDD)
2. (DDMMYYYY)
3. (YYYYMMDD)
4. (YYYY/MM/DD)

10. What table in AR 600-8-19 identifies promotion points for the APFT score?

1. Table 2-1
2. Table 3-5
3. Table 3-17
4. Table 3-21